



POSITION REQUIREMENT & EVALUATION FORM (PREF)

NAME: _____ EVAL. PERIOD: _____ TO _____
 PAYROLL TITLE: **STAFF NURSE – CN I** INTERNAL TITLE: **CNI**
 CLASS CODE: **0665** LAST EVAL: _____
 DEPARTMENT/MC: _____ DATE OF EVAL. CONF: _____

PURPOSE OF POSITION: To integrate knowledge, skills, experience, and attitudes defined in nurse competencies at a **CN I** level to **safely and effectively** provide care to patients who demonstrate various capacities for health, and vulnerability for illness across the health-illness continuum; To provide such care in an environment in which nurse competencies match patient / family needs to produce optimal outcomes, with an ultimate goal of providing safe passage for patients and families through the healthcare system.

SPECIAL REQUIREMENTS: Must possess and maintain a current license to practice nursing in State of Connecticut. Refer to the Clinical Advancement System manual for requirements pertinent to attaining and maintaining this clinical level.

3 Mos. _____
 6 Mos. _____
 ANNUAL _____
 OTHER _____

ATTENDANCE:
 #DAYS/#OCCURRENCES _____/_____

COMPETENCY LIST*
 EDUCATION RECORD*
 AGE SPECIFIC*
 *ATTACH

_____ EMPLOYEE	_____ DATE	_____ NEXT LEVEL MANAGER	_____ DATE
_____ EVALUATOR	_____ DATE	_____ HR CERTIFICATION	_____ DATE

EVALUATION SUMMARY

CATEGORY	RATING
1. NURSE COMPETENCIES	
A. CLINICAL JUDGMENT	
B. CARING PRACTICE	
C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY	
D. COLLABORATION	
E. SYSTEMS THINKING	
F. FACILITATION OF LEARNING	
G. CLINICAL INQUIRY	
2. PERSONAL AND PROFESSIONAL ACCOUNTABILITY	
3. MANDATORY REQUIREMENTS	
4. OTHER	

RATING SCALE

5 = Exceptional

Consistently exceeds standards. Shows initiative in setting priorities that strongly support organizational mission and goals.

4 = Highly Successful

Consistently meets standards and sometimes exceeds them. Sets priorities that support organizational mission and goals.

3 = Fully Successful

Consistently meets standards in all performance areas. Demonstrates ability to set priorities consistent with organizational mission and goals.

2 = Minimally Successful

Does not consistently meet standards in one or more performance areas(s). Needs to demonstrate ongoing ability to set priorities that reflect organizational mission and goals.

1 = Unacceptable

Consistently deficient in meeting standards in one or more performance area(s). Fails to set priorities that reflect organizational mission and goals.

SUMMARY COMMENTS _____

OVERALL RATING: _____ Satisfactory _____ Unsatisfactory or a total score less than _____

An employee will be considered to have an unsatisfactory evaluation if he/she receives less than 2 in any one of the categories, or less than 3 in any two categories.

GOALS FOR NEXT PERIOD

NO	DESCRIPTION	ACTION PLAN

EMPLOYEE COMMENTS: _____

I Agree Disagree with this evaluation.

CATEGORIES OF RESPONSIBILITY

1. NURSE COMPETENCIES

A. CLINICAL JUDGMENT

ELEMENTS

- Utilizes the Nursing Process to appropriately assess, plan, implement and evaluate patient care.....
- Collects basic level data; may include extraneous detail
- Refers to and follows protocols, algorithms, and decision trees pertinent to care
- Matches formal knowledge with clinical events to make decisions
- Demonstrates the skills necessary to provide safe and effective care
- Recognizes limits of ability/scope of practice to make clinical decisions
- Recognizes emergency situations and seeks assistance
- Evaluates patient response to therapeutic intervention
- Begins to establish priorities of care; May seek input from others to establish priorities
- Appropriately delegates tasks to team members based on assessment of competencies, within scope of practice.....
- Evaluates delegated tasks to ensure appropriate implementation of care

OPTIONAL COMMENT:

Category Rating

B. CARING PRACTICE

ELEMENTS

- Engages in basic caring practices that focus on psychosocial and physiologic needs.....
- Actively listens to patient/family members; Demonstrates a sense of empathy and concern.....
- Develops plans of care utilizing established standards of care
- Recognizes the individual characteristics of the patient and the family
- Recognizes changes in patient/family situation and needs
- Maintains a safe environment for the patient and the caregiver.....
- Focuses on improving disease specific outcomes
- Recognizes death as a potentially acceptable outcome.....
- Provides basic care and support to the dying patient and their family members.....

OPTIONAL COMMENT:

Category Rating

CATEGORIES OF RESPONSIBILITY

C. ADVOCACY, MORAL AGENCY AND RESPONSE TO DIVERSITY

ELEMENTS

- Assures privacy and dignity of patients during care.....
- Considers the physiologic, psychologic, cultural, spiritual, emotional and age specific needs of the patient
- Maintains awareness of the concerns/rights of the patient and family when delivering care.....
- Is able to convey information on behalf of the patient and family ...
- Is aware of ethical conflicts or issues that may surface in the clinical setting
- Demonstrates sensitivity to diversity of culture, spiritual belief, gender, race, ethnicity, lifestyle, socioeconomic status, age and values.....

OPTIONAL COMMENT:

Category Rating

D. COLLABORATION

ELEMENTS

- Communicates relevant patient data to the appropriate persons, orally and in writing.....
- Seeks input from patients, families, healthcare team when planning and delivering patient care
- Collaborates with other disciplines/personnel to complete patient care
- Works positively and cooperatively with others
- Participates in team meetings and discussions regarding patient care
- Recognizes and utilizes resources beyond self (i.e. preceptor, advanced clinical staff, CNS, Manager)
- Attends staff meetings.....

OPTIONAL COMMENT:

Category Rating

E. SYSTEMS THINKING

ELEMENTS

- Develops an awareness of available resources/tools for meeting patient/family needs.....
- Utilizes time and resources wisely to complete assignments in an efficient manner
- Documents patient assessment, plan, interventions and response in the medical record, in accordance with applicable policies and procedures
- Committed to meeting patient/family needs and promoting unit service standards.....

CATEGORIES OF RESPONSIBILITY

Communicates with Nurse Manager/Assistant Nurse Manager about availability and management of supplies and equipment at the unit level

Gains knowledge of unit-based monitoring and initiatives to improve the quality of patient care ...

Supports the charge role and decisions made based on unit census, patient acuity and skill mix (ie. assignments, overtime).....

OPTIONAL COMMENT:

Category Rating

F. FACILITATION OF LEARNING

ELEMENTS

Identifies patient/family's learning needs

Integrates age specific teaching into patient care.....

Evaluates patient/family's level of understanding and outcomes.....

Documents teaching on patient and family teaching records and progress notes

Actively participates in the orientation process; Works with preceptor to identify own learning needs and takes initiative to meet those needs

OPTIONAL COMMENT:

Category Rating

G. CLINICAL INQUIRY

ELEMENTS

Shows commitment to learning new knowledge and skills to enhance service to patients /families.

Understands rationale for modifying approaches to patient care to reflect best practice that is based upon current nursing literature/research.....

Attends education programs related to health center/ department clinical orientation, personal and professional goals, and unit/nursing department requirements.

Asks appropriate clinical questions.....

Seeks answers to clinical questions, utilizing available resources

Begins to identify opportunities for improvement in processes of care and other improvements at a unit level.....

OPTIONAL COMMENT:

Category Rating

CATEGORIES OF RESPONSIBILITY

2. PERSONAL AND PROFESSIONAL

ELEMENTS

A. CLINICAL JUDGEMENT, CARING PRACTICE

Maintains a sense of professionalism; Acts in accordance with code of conduct.....

B. ADVOCACY, MORAL AGENCY

Applies corporate compliance and HIPAA principles at the unit level

C. COLLABORATION

Demonstrates cooperation and reasonable flexibility in orientation (ie. working with alternate preceptor) during times of unexpected staffing/coverage issues

D. SYSTEMS THINKING

Reports to assigned area on time at start of shift and following breaks; Provides timely notification to appropriate personnel in the event of tardiness or unscheduled absence.....

Consistently demonstrates adherence to all UCHC policies (including unit and department policies, procedures and standards of care).....

E. CLINICAL INQUIRY

Completes all orientation requirements and works toward obtaining required contact hours for education, research, consultation and committee work.....

OPTIONAL COMMENT:

Category Rating

3. MANDATORY REQUIREMENTS (MUST MEET ALL REQUIREMENTS FOR AN OVERALL RATING OF 3, OTHERWISE A RATING OF 1 IS APPLIED)

Has met required mandatory education:

- a. Safety
- b. Infection Control
- c. CPR
- d. Code Blue.....
- e. Decentralized Laboratory.....
- f. Restraint
- g. Age Specific
- h. Unit Specific
- i. Other (specify):
- j. Other (specify):

OPTIONAL COMMENT:

Category Rating (3 or 1)

CATEGORIES OF RESPONSIBILITY

4. OTHER

ELEMENTS

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OPTIONAL COMMENT:

Category Rating